

MORGAN STATE UNIVERSITY * Federal Work Study Program* SUPERVISOR'S AGREEMENT

Department & Location:		
Contact Person:	Telephone:	Email:

The following data is of utmost importance in order to coordinate the Federal Work Study Program and provide students with meaningful work experience and part-time employment while they pursue full-time study.

1. Prior to permitting a student to work in your department/agency, you must:
 - a) Submit a separate **Employment Job Description Form** for each type of position requested.
 - b) Interview each applicant and determine the number of hours to be employed.
 - c) Certify and return the **Employment Contract Agreement and Resume** to the Federal Work Study Office.
 - d) Have a copy of the current **Employment Contract Agreement** (contract) in your possession.
2. During the time of the initial interview with the applicant, the supervisor should explain the duties and working conditions of each particular job. Any weekend work, night work, etc. necessitated by the job must be explained during the initial interview. All changes in the Employment Job Description must be resubmitted to the **Federal Work Study Office**.
3. The Chairperson, Dean, Vice President, or Director may delegate a university staff member to employ, supervise, evaluate and/or terminate the part-time employment of students. The name and telephone number of the person must be submitted to the Federal Work Study Office.
4. Student employees **must not exceed** their **total award**. Please review the student's maximum earnings capacity before submitting a written request for a student to work during semester break. Students should not earn more than one-half of their award in each semester if possible. **Please monitor each student's earnings.**
5. Student employees cannot work during class periods (i.e. when the professor has canceled classes).
6. **All online time sheets are to be approved and submitted on the due date shown on the Payroll Schedule. Supervisors should Not violate the Payroll submission date.**
7. **Student employees cannot work more than five consecutive hours without showing at least a half-hour break.** Students are paid on a quarter hour basis: 15 minutes = .25, 30 minutes = .50, 45 minutes = .75, and 60 minutes = 1 hr. Each student should adhere to the hours per week on his/her **Employment Contract Agreement**. The maximum hours per day is **8** and the maximum hours per week may be **20.0 (academic year) and up to 40.0 (summer sessions only).**
8. Students **cannot** be paid for any earnings in excess of their **Employment Contract Agreement**.
9. Supervisors are to complete and return a **Student Employee Evaluation Form** on each student at the end of each semester and summer sessions to the **Federal Work Study Office**.

10. Morgan State University is an Equal Opportunity Employer; therefore qualified applicants will not be denied employment possibilities because of sex, race, creed, color, disability, or national origin.

11. Each employing department that permits a student to work without an official Employment Contract Agreement or allows a student to continue working after his/her maximum award has been earned must pay such employee(s) from its departmental budget.

12. Fringe benefits, such as holidays, vacation pay, sick leave, lunch hours, office closures due to inclement weather, etc., cannot be paid under the Federal Work Study Programs.

13. Supervisors who fail to adhere to these regulations/guidelines will cause the suspension of Federal Work Study funds allocated to their department/agency. Students who have been assigned to the area will be relocated.

Signature of Vice President/Director/Chairperson (Print Name First)

Date

Signature of Contact Person (Print Name First)

Date